**PROJECT GUIDELINES AND PROPOSALS**

University of Wyoming Extension Master Gardener Volunteers provide invaluable service projects related to a community or home horticultural topic, have an educational focus and address local needs and in coordination with the local Extension Educator.

Prior to embarking on any project, Master Gardener Volunteers should evaluate the usefulness of the project and determine if the organization has enough time to devote to this project.

In the pursuit of achieving the annual commitment twenty (20) volunteer hours, Master Gardener Volunteers should remember that their endeavors are the primary public relations tool for our local organization. Projects should always be visible, well executed and serve the public. The Master Gardener program can quickly get a “bad name” if projects are messy or if commitments are not well done.

As a tool to support commitment to the Master Gardener brand standards of excellence, below are guidelines for sanctioning Goshen County Master Gardener Volunteer projects. This includes three steps: Proposal, Acceptance or Rejection and Post-Project Report.

County sanctioned projects must complete the Proposal and Post-Project Report steps. Upon completion of the Proposal step, the UW Extension representative may choose to approve or reject the proposal based on the limitations of the local organization. Proposals may be revised for reconsideration; this process is in effect for all activities.

*Responding to horticulture inquiries from the Extension Office and yard calls* **do not** *need to complete this process. If you are willing to volunteer in these capacities, please contact the Extension Office.*

**PROJECT GUIDELINES**

* Identify areas within the community that could benefit from the “Master Gardener Touch.”
* Consider the time commitment required for volunteers; Active Master Gardeners need to achieve a minimum of twenty (20) volunteer hours each year however it is not necessary for the full commitment to occur on one project.
* Consider the “work load” required to accomplish the proposal. Who has skills that can help? What can the Extension Office do to help?
* Who will serve as the leader for this specific project?

**PROJECT LEADER EXPECTATIONS**

* Meet with the activity team regularly for planning, budget development, follow-through and Evaluation steps.
* Communicate with the UWE Educator regularly of work days, budget and how they can support with time, talents, resource and financial expenditures.
* Submit Evaluation and expense requests no more than 30 days after the project.

**PROJECT EVALUATIONS**

UWE Educator or committees may wish to conduct a project evaluation, which gathers feedback from project participants related to the content area or overall program. Evaluations are a good mechanism to collect feedback from the audience and are useful when planning future events and determining impact of programs.

If committees want to use an evaluation, one will be made available for all projects. Feedback received will be shared with the Extension Educator as part of the post-project report.

**POTENTIAL PROJECTS**

* Researching and writing horticulture-based articles for local media outlets
* Conducting horticulture tours
* Maintaining educational display gardens
* Information booths or displays
* Presenting or hosting educational programs
* Provide research assistance
* Volunteering at community or school garden

*Responding to horticulture inquiries from the Extension Office and yard calls* do not *need to complete this process. If you are willing to volunteer in these capacities, please contact the Extension Office.*

**PROJECT PROPOSAL**Attach other pertinent information and submit to the UWE Educator *at least* one month prior to the event.

Project Name:

Project Location:

Project Date(s):

Project Leader:

Project Team Members:

Description of Project:

How was the need for this project determined?

How does this Project educate or help the community?

Community Partners:

Will you conduct a program evaluation (provided)? ­

**PROJECT PROPOSAL BUDGET**

Please complete the proposed budget below and include with Project Proposal. While a budget is an estimate, please try to be as reasonable as possible with both income and expenses.

Income: It is not required to charge a registration fee unless expenses will *far* exceed available Master Gardener Volunteer available balance. Likewise, donations are not required for projects but may be sought with Extension approval.

Expense: It is advised to check at the Extension Office for some supplies and materials before purchasing – we may already have what you need. If approved, checks will be written directly to vendors with proper documentation or by completing the Master Gardener Reimbursement form.

Invoices should be submitted with the Post-Project Report.

|  |  |  |
| --- | --- | --- |
| Income | | |
| Description | Amount | Total |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Expense | | |
| Description | Amount | Total |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |

The section below will be completed by the UW Extension Educator.

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This project is…. Approved/Rejected Submit again with the following changes…

UW Extension Educator Date

**POST PROJECT REPORT**Submit 30 days after event **·** Attach additional pages if necessary

Project Name:

Project Date: Duration:

Team Members’ Dates & Hours of Service:

|  |  |  |
| --- | --- | --- |
| Name | Date | Hours and Activity |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What supplies were purchased and where are they stored?

Please describe the joys/impact of this project:

Describe any problems you had and possible solutions:

Recommendations for next time:

Would you suggest doing this project again?

Include your final budget and submit reimbursement forms with this document.